

Perkins Public Schools

Our mission: Perkins Schools....an exceptional education
in a safe, caring environment.



Jim Gunner, Superintendent

Lisa M. Crescimano, Treasurer

November 18, 2008

Mrs. Carol Smith
Briar Middle School

Dear Mrs. Smith:

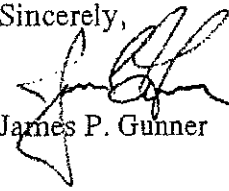
This letter is a follow up to our meeting held on Thursday, October 23rd regarding your request for accommodations with your job because of ongoing diabetes care. In the meeting, I agreed to the following accommodations as requested:

Job Accommodations for Mrs. Carol Smith

- Mrs. Smith will be permitted to ask for classroom coverage when it is necessary to perform an insulin injection. Insulin injections may be given in the nurse's office to maintain privacy. Mrs. Smith should call the office and ask for a school administrator to cover her class during this time period.
- If Mrs. Smith is having a medical reaction to either a low or high blood sugar, class coverage will be provided until Mrs. Smith feels her blood sugar is under control. She simply needs to call the office and ask for assistance.
- Mrs. Smith is permitted to conduct blood glucose tests as necessary to monitor her blood glucose level. The school nurse will conduct an informational session with all of Mrs. Smith's students about diabetes, insulin control, and glucose monitoring to minimize student curiosity in the future.
- Mrs. Smith is permitted to have snacks within her classroom to assist in adjusting for low blood sugar reactions.
- General information on diabetes will be shared with all staff to increase awareness of the disease, warning signs, and typical symptoms of low and high blood sugar levels.

It was emphasized during the meeting that reasonable accommodations such as those listed above would be taken by the school district to assist Mrs. Smith in her diabetic care while teaching. Through these accommodations it was thought that further episodes of disorientation, sleepiness, or verbal outbursts towards students during the supervision of her classes could be avoided. Any further episodes of disorientation, sleepiness or verbal outbursts directed at students on Mrs. Smith's part that impedes her ability to be alert, in charge of her classroom, and respectful of students would be treated as grounds for disciplinary action, or placement on a medical leave of absence to assist in overall better control of her diabetes.

Sincerely,


James P. Gunner

XC: Personnel File, Stephen Finn, Principa
Thomas J. Zraik, Attorney at Law

